Welcome to the Academic Staff Senate!!

Senate Orientation
The administration of each campus of the Wisconsin system shares the responsibilities for governing the institution with faculty, academic staff, university staff, and students.

- This practice is codified for faculty, academic staff and students in Chapter 36 of the Wisconsin State Statutes. Chapter 36 is the legislation that created the present University of Wisconsin System.
- Regent Policy document 20-20 codified this right for university staff as well in 2013.
The Academic Staff Committee (ASC) is comprised of nine members elected at-large by the academic staff.

It serves as the Executive Committee of the Senate of the Academic Staff.
The Senate of the Academic Staff is the official governance body for the academic staff and represents UWM academic staff interests to our campus administration, UW System Administration and the Board of Regents.

It is composed of 35 members:
- 9 are the Academic Staff Committee members who are elected separately
- 20 are representatives elected by academic staff in a particular school, college or division
- 6 are at-large members.
The AS Senate web page includes links to the Senate Bylaws, Roster, Meeting Schedule, and Agendas and Minutes, among other things.

See: http://uwm.edu/secu/as/senate/
As a School/College/Division Representative, you

- are responsible for communicating information to your School/College/Division’s Academic Staff
- are the eyes and ears for your School/College/Division
- keep track of the bigger picture and still speak up, get involved, when the smaller scale matters arise

I got elected...now what?
As an **At-Large** Senate member, you

- are the eyes and ears of the Academic Staff
- are also someone that can convey the worries, needs, and positivity of your colleagues to the Senate/ASC
- are someone that your colleagues can use as a bridge and a source of knowledge
1. There are seven standing committees (the ASC is one of them)
2. Membership in each committee is determined by each committee’s bylaws.
3. Sometimes you need to be elected onto the committee and sometimes you are appointed
 Senate Subcommittees (subcoms)

1. There are six subcommittees
2. Subcoms have “walk-on” membership
3. Always a GREAT way to get involved!!!
4. If you are chairing a subcom, please send your meeting schedule, roster, and your agendas and minutes to the Secretary of the University’s Office for posting – send to secofunv@uwm.edu
There are fourteen Faculty Standing Committees that have Academic Staff among their membership.

Some have only 1 AS member, but others have up to 4 AS members.

Some require that an ASC member be the AS rep.

See: http://uwm.edu/secu/as/facstanding/
Where Can I Find Resources?

The **Secretary of the University** website is the most comprehensive resource out there!

http://uwm.edu/secu/

You can find information on policies and procedures, committee bylaws, rosters, agendas, minutes, nomination consent form, indefinite review information/criteria, workshop information, calendars and schedules, open meeting information, FAQ sheets for general information, faculty and academic staff information, news and events like search and screen committee info, WRS presentation info, election results, syllabus links, AS professional development awards, department chair list, performance evaluation form, parliamentary procedure...
There are different levels of policies affecting Academic Staff:

- UW System Administrative Code (UWS)
- UWM Academic Staff Policies (ASPPP)
- Selected Academic and Administrative Policies (SAAPs)

- UW System Policies and UWM Policies are broken into Chapters.
These policies are adopted by the Board of Regents and govern all UW System institutions.

These chapters relate primarily to personnel issues such as appointment types, dismissal, layoff/termination, grievances, sick leave.

Many of our UWM policies reflect language found in the system policies.

http://docs.legis.wisconsin.gov/code/admin_code/uws
The ASPPPs are the policies that govern personnel issues at UWM

- The UWM Chapters will reflect topics similar to system chapters, but are tailored for UWM’s own specific needs
- While the Chapters can be dense to read, it is recommended that you become familiar with the Chapters and where to find them (SecU website).

http://uwm.edu/secu/policies/as/

- 101 coverage, definitions, functional areas
- 102 delegation of authority to the senate
- 103 committee structure
- 104 appointments
- 105 performance review
- 106 non-renewal
- 107 promotion to indefinite status
- 108 notice periods
- 110 layoff for reasons of budget or program
- 111 complaints
- 112 grievance
- 113 Remunerated activities, outside activities, conflicts of interest
Changes to ASPPPs are not easy and are not taken lightly

Approval process (in brief):

- ASC
- Codification
- ASC
- **SENATE**
- Chancellor
SAAPs are policies that cover a mix of topics, sometimes affecting students and/or frequently affecting or requiring approval by more than a single employee category, e.g.

- Academic approval matrix
- Incomplete Grades
- Centers/Institutes
- Copyrights
- Drug-free campus
- Grade appeals
- Leave of absence
- Personnel File Policy

http://www4.uwm.edu/secu/policies_procedures/saapdocs/
Keep in mind...

- ...that knowing all of this **takes time!!**
  - Don’t be afraid to ask questions
  - Don’t feel like you don’t belong because you don’t know what all of the acronyms mean
Senate Attendance

- Senate meetings are the second Tuesday of the month.
- Meetings run from 2:30 - 4:30. Most of the time, we are finished early, but the expectation is that you stay until the end of the meeting.
- Invited speakers: We have invited various speakers to come to each meeting to keep the Senate informed of campus activities so you can help keep all of our colleagues informed.
There are no excused absences.

You are allowed to miss **THREE** meetings during the SENATE YEAR.

September 1 through August 31 of the next year

You will receive a notice letter after missing the third meeting. A fourth missed meeting will result in dismissal from the Senate.
Get Involved!!

✓ Yes, you’re here, but there is more you can do!
✓ You all have special skills and interests that, at times, are not utilized in your position/PD. That doesn’t mean that there are not opportunities for you to use what you have in other areas on campus.
✓ Submit your Preference Sheets!!!!!
✓ Talk to people, network, and be that spark that gets others interested!